

INSTRUCTIONS FOR MAILING THE ENERGY STAR APPLICATION

Once you have completed the ENERGY STAR application, you will need to complete the following steps:

1. Make sure to print the Statement of Energy Performance (SEP) to be given to the Licensed Professional (i.e. Professional Engineer or Registered Architect). In addition, provide a copy of the *Licensed Professional's Guide to the ENERGY STAR® Label for Commercial Buildings* (available at http://www.energystar.gov/ia/business/evaluate_performance/pm_lp_guide.pdf) to the Licensed Professional for reference.
2. After surveying the building and certifying its eligibility for the ENERGY STAR, the Licensed Professional will need to sign and stamp the SEP.
3. Print the Letter of Agreement. Please do not use company letterhead when printing the Letter of Agreement. Have the Signatory/Primary Contact for the facility sign the Letter of Agreement (see next page). The Signatory/Primary Contact represents the organization that owns the facility. **The name printed at the bottom of the Letter of Agreement is the person who must sign it.**
4. Mail the original Letter of Agreement and the original signed and stamped Statement of Energy Performance (SEP) to EPA at the address below. Do not edit, photocopy, or submit anything except the original documents downloaded from Portfolio Manager – only original documents of both forms will be accepted.

ENERGY STAR Label for Buildings
c/o The Cadmus Group, Inc.
1555 Wilson Boulevard, Suite 300
Arlington, VA 22209

Upon receipt of the application, an e-mail will be sent to the Primary Contact for the ENERGY STAR application. If there are any problems or questions regarding the application, the Primary Contact for the ENERGY STAR application may also be contacted via e-mail or phone.

The Award Recipient should receive the ENERGY STAR decal and Congratulations Letter within one week of the approval of the application. The decal and certificate will be sent in one package. Under special circumstances, decals may be express mailed provided arrangements are made through an applicant's express mail service account.

The Letter of Agreement appears on the next page.

May 18, 2011

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c/o The Cadmus Group, Inc.
1555 Wilson Boulevard, Suite 300
Arlington, VA 22209

To whom it may concern:

I hereby nominate, on behalf of the building's owner, the following building for award of the ENERGY STAR:

Office Sample Facility
1234 Main Street
Arlington, VA 22201

I have provided a copy of the *Licensed Professionals Guide to the ENERGY STAR Label for Commercial Buildings* (available at http://www.energystar.gov/ia/business/evaluate_performance/pm_lp_guide.pdf) to our Licensed Professional for reference. As documented by the attached Statement of Energy Performance, the aforementioned building meets the conditions necessary to qualify as ENERGY STAR:

- **Energy performance** in the top 25 percent of similar existing buildings, as indicated by a minimum rating of 75 out of 100 determined through EPA's Portfolio Manager.
- **Thermal comfort** in accordance with the provisions in American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Standard 55, Thermal Environmental Conditions for Human Occupancy.
- **Indoor air quality** in accordance with the provisions of ASHRAE Standard 62, Ventilation for Acceptable Indoor Air Quality.
- **Illuminance levels** in accordance with the Illuminating Engineering Society of North America, IESNA Lighting Handbook.

I am submitting this application within four months of the Period Ending Date (April 30, 2011) on the enclosed Statement of Energy Performance (SEP). I will assist EPA, if requested, in verifying utility billing data. Furthermore, I agree to associate the ENERGY STAR name and logo only with the aforementioned building and to adhere to ENERGY STAR's Identity Guidelines.

Sincerely,

Signature _____

Signatory Name (Primary Contact for this facility): Jane Smith
Facility Owner: Sample Owner